

Safety Committee  
Minutes  
September 21, 2009  
Capitol Hill

Attending: Kay Bauman, Ann Aliotta, Janet Brooks, Ric Rea, Denise Courts, Patrick Williams, Candace McDaniel

Agenda:

- Review past meeting minutes
- Safety Audit
- Flu Prevention
- Site Inspection

Discussion:

The committee reviewed the Safety Audit Checklists that were ordered from Business 21 Publishing. Although not all the checklists apply to the library, many of them are well written for our application and will be incorporated into the MLS Safety Manual for use with quarterly facility inspections. This addition will be rolled out as we are updating the Safety Manual and MSDS in January.

We discussed what steps the agencies are taking with flu prevention. Many have placed large bottles of hand sanitizer throughout the library for public use. It was also suggested that we add posters in the restrooms and other public areas reminding people about hygiene and extra precautions during the flu season.

The library managers are reminded to increase the frequency of cleaning in computer areas and the janitorial service will be requested to increase attention to door knobs, handrails, etc. as part of their cleaning routine.

Worker's Comp report was reviewed. Since January, we have had six injuries. Three of the injuries were reportable as a worker's comp claim. Denise reported that we are having problems with employees going to the emergency room for treatment without taking the proper forms.

There is a link on the intranet employee information page that includes all the forms and instructions for managers and supervisors regarding on-the-job injuries.

Recently, some libraries have reported finding syringes in the book drop. There is a need to provide some sort of tool the safely remove and dispose of the syringes. Ric will research availability and cost of an appropriate tool and determine if we can provide a supply to each library.

Denise shared a Safety Trivia Quiz with the group. The questions are all related to MLS safety policies and procedures. We will add the quiz to the intranet safety training in the near future.

The two volunteer committee positions terms will expire in January. Janet has requested not to continue on the committee. We will announce a replacement at the January meeting.

The committee toured the Capitol Hill library using the facility inspection checklist checking the ten most commonly found problems. All points were reviewed with Phil Tolbert.

Meeting adjourned: 11:30AM

Next Meeting: November 10, 2009 – location to be determined.